



Date Posted: May 5, 2021

Send resume to: Reverend Robert M. Mock
jehu720@yahoo.com

Type of Employment: Full-Time: Part-Time: If part-time, # of hours per week _____

Job Title of Open Position: Principal of Notre Dame Academy

Salary: Commensurate upon experience/education

Employer: Notre Dame Academy

Location Address: 260 Okell St.
Buffalo, NY 14220

Employer website: https://www.notredamebuffalo.org

Job Description

The Principal serves as a member of the administrative team and is responsible for leadership, coordination, supervision, spiritual advancement and management of the school program and day to day operations.

Qualifications: Degree Requirements/Experience

- Minimum: New York State School District Administrator or School Administrator Supervisor Certification; and Bachelor's/Master's in Early Childhood and Administration required. Three to five years prior teaching experience in Catholic Elementary education; prior administration experience in Catholic Education preferred.
- Preferred: Master's Degree in School Administration and Education, five years of Administration experience; five years of teaching experience, experience with special education.
- Valid NYS Driver's License, reliable automobile, registered in New York State with proof of auto insurance.

Desired Skills

- The ability to work collaboratively with the structural oversight of an advisory board.
- Possess good financial and time management skills.
- Participating member of a Roman Catholic faith community, in good standing with the Catholic Church and perceives leadership in a Catholic school as a ministry to both Catholic education and the church.
- Knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement and government programs.
- Possess good time management skills.
- Ability and desire to work as part of an interdisciplinary team and willing to take direction concerning the culture of the school.
- High level of written and oral communication skills.
- High level of interpersonal skills.
- High level of behavior management skills.
- Ability to be organized and to delegate tasks when appropriate.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **May 15, 2021**

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)